

Helpful Hints

- Terminations should be initiated by the HR Contact rather than the manager to ensure offboarding tasks trigger to the correct roles.
- When you start a separation (termination) business process in Workday, you must enter the employee's termination date differently than the EPA process. With the EPA process, you entered the day after the employees last day worked as their termination date. In Workday, the **Termination Date and Pay Through Date fields are the same and should be the actual termination / retirement date**. The Last Day of Work may be the same or different.
- Continue to provide separating employees with the Transitions brochure <https://agrillifeas.tamu.edu/documents/ag-449.pdf>